

adm. 3

DD/R-016-63

7 January 1963

MEMORANDUM FOR: Director of Personnel
ATTENTION: Chief, Salary and Wage Division
THROUGH: The Comptroller
SUBJECT: Request for Establishment of Mail and File
Clerk and Fiscal Processing Clerk Positions
on O/DD/R Staffing Complement

1. It is requested that two Mail and File Clerk positions, GS-5, be established in the immediate Office of the DD/R. These additional positions are to follow Position #0012 on the present staffing complement.

2. In addition, it is requested that a Fiscal Processing Clerk, GS-6, position be established in the immediate Office of the DD/R to follow Position #0017 on the present staffing complement.

3. In order to accommodate the establishment of these three positions, it is requested that the following three positions be deleted from the Office of Research and Development and that a ceiling of three be transferred from ORD to the immediate Office of the DD/R:

#0048. Secretary-Steno (1 position)
#0069. Secretary-Steno (1 position)
#0070. Clerk Typist (1 position)

25X1A

**Executive Assistant
Deputy Director (Research)**

CONCLUDING

Date

Comptroller

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DD/R Sabj; 1 DD/R CAFR06

DDR: 6561:bb (4 Jan 63)